



# NATIONAL CENTER FOR STATE AND LOCAL LAW ENFORCEMENT TRAINING

## *Federal Law Enforcement Training Center*

### Registration Request for Programs not in STAR Series

**IMPORTANT:** Before purchasing an air ticket or making reservations, please ensure you are actually registered in the program. This form is used to REQUEST registration. See the confirmation box below. **PLEASE COMPLETE REQUIRED INFORMATION ON REVERSE!**

Program Title: \_\_\_\_\_ Date(s) and/or Location of Training: \_\_\_\_\_

Name and rank or title as you would like it to appear on the roster and certificate (please type or print): \_\_\_\_\_

**Applicant Information:** Social Security # \_\_\_\_\_ Sex \_\_\_\_\_ Smoker or Nonsmoker \_\_\_\_\_

Department/Agency Name \_\_\_\_\_

Department/Agency Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone, Fax, E-mail \_\_\_\_\_

Briefly describe applicant's area(s) of responsibility and duties (see Catalog, schedule, or brochure for prerequisites for attendance): \_\_\_\_\_

*Program costs, if applicable, include tuition, meals, lodging, and program materials. Please do NOT remit payment. Your agency will be billed upon program completion. Applicants for training programs included in the STAR Training Series should complete the Registration Request for STAR Programs form, rather than using this form. Most STAR training is tuition-free. Please contact the National Center for additional information.*

#### **Student Cancellation Fee**

It is FLETC policy to charge the full training fee for participants who do not attend and who do not notify us in a timely manner. If for any reason the person or persons confirmed by letter cannot attend, it is essential that we be called at either 800-74FLETC or 912-267-2345 as soon as possible. A cancellation number will be issued for your records. The circumstances of cancellations received in this office too late to refill the training space will be considered on a case-by-case basis for payment or nonpayment.

For those programs that do not have a fee, agencies will be billed for program materials, lodging, and/or meal costs for which we are obligated, unless canceled in advance.

#### **Return this form to:**

State and Local Programs Division  
National Center for State and Local  
Law Enforcement Training  
FLETC, Building 67  
Glynco, GA 31524  
Phone: 1-800-74FLETC (800-743-5382) or 912-267-2345  
Fax: 912-267-2894

Internet address: <http://www.treas.gov/fletc/>

#### **Confirmation**

A confirmation letter with full details of housing, transportation, and schedules will be provided upon acceptance into the program. **PLEASE DO NOT REMIT PAYMENT.** Your agency will be billed upon program completion.

### Financial Reimbursement

The \_\_\_\_\_ agrees to reimburse the FLETC for training services provided. The FLETC will bill for the actual cost of training during the month after the program is completed. Please provide the following billing information.

Dept./Agency Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_  
Federal ID Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone/Fax \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
(Supervisor or Financial Manager)

How Did You Hear About This Training?  
(please circle one)

- a. my supervisor
- b. my training officer
- c. a fellow officer
- d. a friend
- e. someone who already has attended this program
- f. someone who attended another FLETC program
- g. a magazine advertisement/article
- h. the FLETC catalog
- i. a FLETC FAX
- j. a brochure/flyer
- k. Peace Officer's Standards and Training (POST)
- l. an electronic bulletin board
- m. a teletype release
- n. other (please specify)

### Registration Information Privacy Act Notification

This notice is provided in accordance with Public Law 93-579 (Privacy Act of 1974) relative to the collection of information for registration in a program conducted by the National Center for State and Local Law Enforcement Training.

**AUTHORITY:** 42 U.S.C. 4742; 42 U.S.C. 4222; 5 U.S.C.: and F.R. 16586, March 12, 1981.

**PURPOSE:** To obtain information from the State and local government personnel making application to a program conducted by the National Center for State and Local Law Enforcement Training for the purpose of student registration and program administration.

**USES:** Disclosure upon request to the individual, the individual's parent agency, to any other individual or agency at the request of the individual, to the student locator, mailroom, registration office, training and research officials, and other government officials on a need-to-know basis.

**EFFECT OF NONDISCLOSURE:** Supplying the information is voluntary and not required by law. Disclosure of your social security number, which is solicited under authority of E. O. 9367, is also voluntary, and no right, benefit or privilege by law will be denied as a result of refusal to disclose it. Not providing all or any part of the requested information may result in the applicant not being registered for the requested program.